

First-Class Mail

Presorted Letters and Cards—Nonmachinable

Related QSGs: 010, 015, 102, 900

130

Quick Service
Guide

Eligibility Overview (E130)	Mailings of 500 or more addressed pieces, sorted and marked as described below. All pieces must fit within letter-size processing category (C050.2). Pieces mailed at card rates and pieces mailed at letter rates must meet separate 500-piece minimums.													
Rates and Fees (R100)	<p>Presorted:</p> <table><tr><td>First ounce or fraction:</td><td></td></tr><tr><td>(For pieces weighing not more than 2 ounces)</td><td>\$0.352</td></tr><tr><td>(For pieces weighing more than 2 ounces)</td><td>0.311</td></tr><tr><td>Each additional ounce or fraction</td><td>0.225</td></tr><tr><td>Card Rate</td><td>0.212</td></tr><tr><td>Nonmachinable surcharge</td><td>0.055</td></tr></table> <p>A \$0.055 nonmachinable surcharge applies to pieces weighing 1 ounce or less that meet one or more of the nonmachinable characteristics in C050.2.2. The surcharge also applies to pieces under the “manual only” option. The surcharge does not apply to pieces mailed at card rates.</p> <p>Annual \$150.00 presort mailing fee (E110.4).</p>		First ounce or fraction:		(For pieces weighing not more than 2 ounces)	\$0.352	(For pieces weighing more than 2 ounces)	0.311	Each additional ounce or fraction	0.225	Card Rate	0.212	Nonmachinable surcharge	0.055
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Addressing (A010)	<p>Each piece must include a complete delivery address with correct ZIP Code or ZIP+4 code. Addresses on all pieces must be updated within 180 days before mailing through a USPS-approved address update tool (e.g., ACS, NCOA, <i>FASTforwardSM</i>, or the appropriate ancillary service endorsement under F010).</p> <p>A certified process must be used at least once a year to ensure accuracy of 5-digit ZIP Codes.</p>													
Characteristics and Content (C050, C100)	<p>Maximum weight: 13 ounces.</p> <p>Machinable option: see Quick Service Guide 131.</p> <p>Shape: rectangular.</p> <p>Meets one or more of the characteristics in C050.2.2 for nonmachinability.</p> <p>Dimensions:</p> <ul style="list-style-type: none">■ Minimum: 3-1/2 inches high, 5 inches long, and 0.007 inch thick.■ Maximum for cards at card rates: 4-1/4 inches high, 6 inches long, and 0.016 inch thick.■ Maximum: 6-1/8 inches high, 11-1/2 inches long, and 1/4 inch thick. <p>Length is the dimension parallel to the address as read.</p>													
Deposit (D100)	Mailing entered at an acceptance point designated by USPS.													
Mail Preparation and Sortation (M130)	<p>Marking on each piece in the postage area: “PRESORTED (or PRSRT) FIRST-CLASS.”</p> <p>Documentation:</p> <ul style="list-style-type: none">■ Postage statement: Form 3600-P (postage affixed) or Form 3600-R or 3600-EZ (permit imprint).■ Supporting documentation: required unless correct rate is affixed to each piece or unless each piece is of identical weight and separated by rate when presented for acceptance; documentation generated by PAVE-certified software (or printed in standardized format). <p>1-foot or 2-foot trays used (M033) where appropriate (e.g., when there is enough mail to fill a 2-foot tray, a 2-foot tray must be used).</p> <p>See reverse for tray label Line 2 information.</p> <p>Use 2-inch tray labels (M031).</p> <p>Trays sleeved and strapped (M033.1.5). See M033.1.6 for exceptions to strapping for mixed ADC trays and mailings that originate and destinate in delivery area of same SCF.</p>													
Postage and Payment Methods (P100)	<p>Precanceled stamp (P023), meter (P030), or permit imprint (P040); applicable conditions and restrictions.</p> <p>Additional standards apply to mailings of nonidentical-weight pieces.</p>													
Special Services (S900)	See Quick Service Guide 900.													

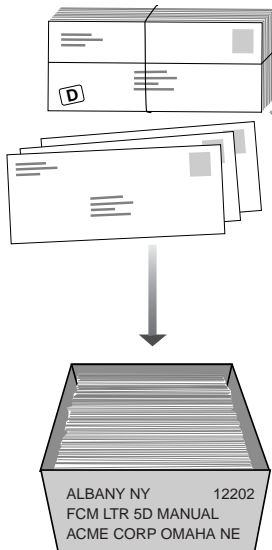
This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

Packaging and Traying Sequence (M130.3)

5-Digit (Required)

Packages: Packaging not required if sufficient quantity to fill a 5-digit tray. Pieces must be packaged if 10 or more pieces to same 5-digit ZIP Code; fewer than 10 pieces in a package not permitted.

Labels: Red Label D or optional endorsement line (OEL).



Trays: Required, full trays only for pieces to same 5-digit ZIP Code; packaging not required; less-than-full trays not permitted.

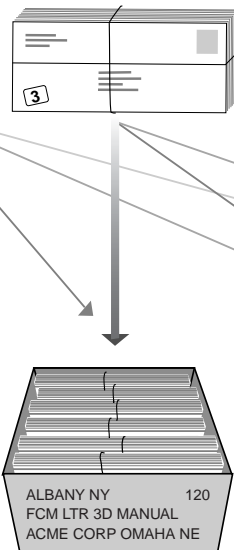
Labels: For Line 1, use city, state, and 5-digit ZIP Code on mail.

Rate: Presorted

3-Digit (Required)

Packages: Pieces must be packaged if 10 or more pieces to same 3-digit ZIP Code prefix; fewer than 10 pieces in a package not permitted.¹

Labels: Green Label 3 or OEL.



Trays: Required, full trays only for packages to same 3-digit ZIP Code prefix; less-than-full trays not permitted. (Exception: One less-than-full tray must be prepared for any remaining packages for each origin 3-digit ZIP Code prefix.)

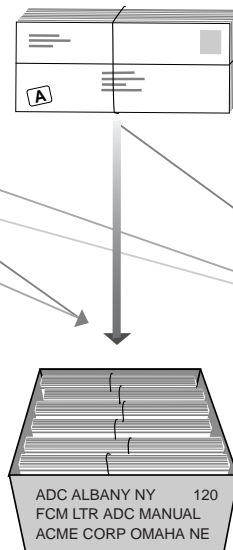
Labels: For Line 1, use L002, Column A, for destination facility.

Rate: Presorted

ADC (Required)

Packages: Pieces must be packaged if 10 or more pieces to same ADC (see L004); fewer than 10 pieces in a package not permitted.¹

Labels: Pink Label A or OEL.



Trays: Required, full trays only for packages to same ADC (see L004); less-than-full trays not permitted.

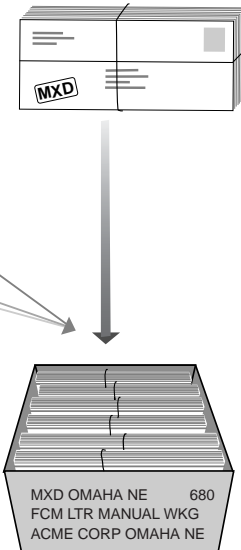
Labels: For Line 1, use L004 Column B for destination facility.

Rate: Presorted

Mixed ADC (Required)

Packages: Any remaining pieces must be packaged in mixed ADC packages.

Labels: Tan Label MXD or OEL.



Trays: Required for any remaining packages placed in mixed ADC trays; only one less-than-full tray permitted.

Labels: For Line 1, use "MXD" followed by city/state/ZIP Code of origin facility in L002, Column C.

Rate: Presorted

1. Packaging not required if sufficient quantity to fill a tray and none of the mail in the tray would have been more finely sorted if packaged (M020.1.9). This exception does not apply to "manual only" processing. Packaging required in mailings consisting entirely of postcard-size pieces and for other pieces in less-than-full trays. See M130.3 when selecting the manual only preparation option.